



# **Rio Arriba County Detention Center**

## **POLICY RACDC 002: REVIEW AND REVISION OF POLICIES/PROCEDURES**

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The administrator shall revise existing policies and procedures when the need arises. Revisions will address changing requirements or new practices and will ensure that comprehensive and uniform policies and procedures are maintained. The entire Rio Arriba County Detention Center manual shall be reviewed annually.

### **Procedures:**

1. When it has been determined that there is a need for a new policy or for revision of an existing one, the administrator may assign a staff person or persons to prepare a draft of the policy and corresponding procedures.
2. The administrator, after reviewing the manual, shall forward the revised or new policy to the County Manager for approval. The administrator, upon receipt of the approved changes from the County Manager shall:
  - a. Incorporate appropriate comments and ideas received in the final policies and procedures draft.
  - b. Distribute the approved policies and procedures to all detention personnel.
  - c. Replace revised policies and procedures or include new ones in all manuals.
  - d. Arrange to train all staff on revised or new policies and procedures.